

## WASTEWATER COLLECTIONS SYSTEM MANAGER

### DEFINITION

To plan, organize, direct and coordinate activities related to the maintenance of the City's Wastewater Collections System, including underground lines, manholes, inlets and related structures; and to provide highly responsible technical support to the Utilities Operations and Maintenance Manager.

### DISTINGUISHING CHARACTERISTICS

This is a management level position allocated to the Department of Public Works & Utilities. The Wastewater Collections System Manager is responsible for the maintenance and repair of the wastewater collection system, including day to day operations, maintenance, and repair. This position is also responsible for assisting the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate utilities classifications by its responsibility for the management of the sewer collection system maintenance work group. This position is distinguished from the Utilities Operations and Maintenance Manager in that the latter has overall responsibility for the management and administration of the City's water distribution and sewer collection systems, the Storekeeper position, and administrative and clerical staff.

### SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

### SUPERVISION EXERCISED

Exercises supervision of Sewer Collection System maintenance staff workgroup and any assigned clerical staff.

### ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Develop and implement goals, objectives, policies and procedures related to the wastewater collection system.

Plan, organize and direct Sewer Collection System activities, including preventative, corrective and emergency maintenance, and construction or repair of sanitary sewers.

Direct, oversee and participate in the development of the Sewer Collection System maintenance and repair work plan, assign work activities, projects and programs, monitor workflow; and review and evaluate work products, methods and procedures.

ESSENTIAL DUTIES (continued)

Prepare and implement Sewer Collection System budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

Recommend appointment of personnel; provide and coordinate staff training, prepare performance evaluations; implement discipline procedures as required; and maintain discipline and high standards needed for efficient and professional operation of assigned area.

Encourage initiative and provide technical assistance and training to subordinate and assigned staff and prescribe work methods and safety procedures.

Participate in selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Coordinate operations with the needs of the public, outside agencies, and other City divisions.

Receive, research and respond to escalated issues and complaints and recommend appropriate action.

Confer with developers and contractors as needed to ensure that the City's collection system standards are met.

Review, evaluate and prepare comments on construction plans, drawings and specifications related to collection system infrastructure.

Mitigate overflow spills and damage; report such incidents in a timely manner to the proper regulatory agency, as prescribed by applicable regulations.

Manage construction projects including but not limited to, piping and manhole repair, replacement, and improvements.

Identify sewer collection system maintenance needs and initiate proper action to resolve the problems. Ensure that emergency staff is available 24 hours a day to take necessary action.

Ensure that all Underground Service Alert (USA) markings for the City's sewer mains are done in a timely and accurate manner.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Develop and maintain specifications for sewer collection system materials and equipment and recommend purchases.

Plan and present regular safety training to assigned staff. Arrange for specialized safety training as needed.

ESSENTIAL DUTIES (continued)

Represent the division and department to outside agencies and organizations, participate in outside community and professional groups and committees, and provide technical assistance as necessary.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Develop, audit, and update the sewer system management plan (SSMP) and act as legally responsible official (LRO) responsible for certifying SSO reports and updating the questionnaire on the California Integrated Water Quality System (CIWQS), as needed.

Perform related duties as assigned.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, equipment, materials, and methods used in the operation, maintenance and management of wastewater collection.

Current methods, codes, regulations, and work standards common to municipal underground utility, construction, and maintenance crews, including safety regulations (such as confined space, etc.)

Supervisory Control and Data Acquisition (SCADA) systems including data propagation methods, and associated hardware and software.

Modern office practices, methods, and computer equipment including relevant software programs.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State, and Federal rules, regulations and laws.

Principles and practices of organization, administration and program management

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Oral and written communication skills; business English, including vocabulary, spelling and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct operations and maintenance of a municipal wastewater collection system, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Effectively assess emergency situations and develop action plans related to the sewer collection system.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Review and evaluate construction plans, drawings and specifications related to collection system projects including underground infrastructure, and related equipment.

Make informed judgments concerning maintenance parameters of the collection system; and make independent judgments during emergencies.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary and spelling.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

### JOB RELATED ESSENTIAL QUALIFICATIONS (continued)

#### Ability to (continued):

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

### EXPERIENCE AND EDUCATION

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible experience in collection system maintenance including two (2) years responsible experience in a supervisory or lead position in a public wastewater collection system. Knowledge of, and experience in, underground construction highly desirable.

Education: Equivalent to the completion of the twelfth (12th) grade, supplemented by college course work related to potable water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework. Possession of a bachelor's degree is desirable.

Licenses and Certifications: Possess and maintain a valid Grade IV Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA). Possess and maintain a valid Class B California Driver's License.

### SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 90 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

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Wastewater Collections System Manager  
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PROBATIONARY PERIOD: One (1) Year  
H823 Wastewater Collections System Manager  
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FPPC STATUS: Designated  
FLSA STATUS: Exempt